

Subject: Re: Lock Box Correspondence
From: "Ellen Endo" <ellenendo@yahoo.com>
Date: 1/10/18, 4:31 PM
To: Rita Moreno

I sent the forms in hard copy via FedEx to the City Clerk's office to your attention. I didn't send them electronically but will do that ASAP.

Ellen

Sent from my iPhone

On Jan 10, 2018, at 12:19 PM, Rita Moreno <rita.moreno@lacity.org> wrote:

Ellen, did you send the forms electronically or in hard copy via USPS? Can you please resend them as I do not have the 11/28/17 email.

Thanks.

On Wed, Jan 10, 2018 at 10:40 AM, Ellen Endo <ellenendo@yahoo.com> wrote:

Hi Rita,

Attached is the Asia Society assessment change form.

It should have been included in a batch of about a dozen hard-copy assessment change forms that I sent to your office on November 28. My apologies if it did not reach you.

Have a great rest of the week!

Ellen
(818) 512-8791

From: Rita Moreno <rita.moreno@lacity.org>
To: Ellen Endo <ellenendo@yahoo.com>
Sent: Tuesday, January 9, 2018 9:02 AM

Subject: Fwd: Lock Box Correspondence

Hi Ellen,

I don't have a record of the request to change the assessment attached below. In case you did not submit to us, please remember to do so since we need to correct our records for the next billing.

Thanks.

Rita

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Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement District Division
200 N. Spring Street, 3rd Floor #395
Los Angeles, CA 90012
Office (213) 978-1122
Fax (213) 978-1079



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